

Clerical and Office Branch
Office Supervision and Customer Service Group
Administrative Assistant Series

ADMINISTRATIVE ASSISTANT

05/99 (CDH)

Summary

Under direction perform supervisory and paraprofessional administrative functions to provide general office services, budgetary and secretarial support to various designated functional units within a department.

Typical Duties

Coordinate department office services. Involves: participating in long and short term planning which includes activities such as providing data and procedural advice, recording approved planning projects and establishing systematic follow-up practices; monitoring project progress, reporting discrepancies and progress to supervisor and assisting with administrative problem solution, including advising on clerical employee performance and training needs. preparing studies, reports and related documents; conducting interviews and research, analyzing data and making recommendations for programs, projects, grants, budget projections, materials and equipment needs; reviewing and analyzing routine, office procedures and recommending and effecting administrative process improvements and cost reductions; analyzing and recommending modifications of report contents and distribution; setting up and maintaining office files, overseeing department records maintenance and implementing retention and retrieval procedures to meet regulatory and department requirements; maintaining operating inventories collecting requests and ordering materials and supplies, verifying receipt, reviewing usage and reporting variances to supervisor; monitoring department clerical and administrative work loads, providing feedback to supervisor, redistributing work as directed; answering common inquiries from employees and the public on assigned departmental projects and other activities.

Direct or personally assist with overall consolidation, assembly or other more complex technical aspects of standard department budget and related financial document preparation. Involves: discussing program proposals and expenditures with department supervisors; preparing financial, statistical and operating reports; retrieving data from financial reports; interpreting information to produce financial schedules and budget forms in spreadsheet and graphic form; running process control reports for budget and position control balance determination; requesting system management reports; determining balance status of budget files; verifying that information is balanced and in correct form; compiling data and narratives, organizing budget formats, preparing budget drafts, editing and finalizing department budget documents; acting as department resource on budget preparation and administration procedures which includes responding to inquiries and providing additional data for justifications, monitoring expenditures against budget, recording and analyzing expenditures, reporting variances and taking and advising on corrective actions as directed; researching and documenting information for grant requests, compiling data, drafting, finalizing and submitting approved requests, conferring with functional financial professionals or management for guidance on new or unusual methods or deviations from policy.

Provides secretarial services for department head or other assigned personnel. Involves: scheduling and maintaining calendar of appointments and activities, making travel arrangements and preparing itineraries, screening calls and visitors for department management; independently composing correspondence as delegated on behalf of and for signature of supervisor; transcribing or taking dictation of correspondence, reports and memoranda; arranging meetings and conferences and assuring required materials are prepared and available; arranging, recording, taking and preparing formal minutes of department and inter-department meetings; coordinating interdependent activities with other departments; assisting and arranging coordination of project activities for other managers in department on request.

Supervise assigned non-supervisory secretarial and clerical employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and coaching, arranging for and conducting training and development activities for subordinate and other department clerical employees; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related duties as assigned. Involves: substituting for own supervisor, coworkers or subordinates as qualified by acting on specified administrative matters to maintain continuity of normal operations and services; administering department petty cash account.

Minimum Qualifications

Training and Experience: Associate of Arts degree in Business Administration, Secretarial Science, Accounting or a related field, plus six (6) years of increasingly responsible general or fiscal administration support experience, two (2) years of which include performing paraprofessional functions at a level comparable to Secretary III or Accounting Clerk III, that entail recommending, developing, implementing, coordinating or ensuring adherence to office management procedures; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of office and record management procedures and regulations. Considerable knowledge of accounting practices and budget preparation concepts. Good knowledge of computer spreadsheet and data base management applications to office and budget development, recording and monitoring processes.

Ability to: Compile and analyze a wide variety of data and written information; prepare narrative and statistical reports; apply arithmetic and accounting methods for budget preparation and control; resolve procedural controversies within guidelines; express oneself clearly in writing and orally; provide information to other departments, supervisors, employees and the public; organize and control office procedures and work flow; comprehend supervisory techniques and procedures, and firmly and impartially exercise delegated authority over subordinates; establish and maintain effective working relationships with coworkers, subordinates, managers, officials, vendors and the general public.

Skill in: safe operation and care of: common office equipment, personal computer or network workstation and business productivity and specialized data analysis software; motor vehicle.

Physical Requirements: Occasionally drive through city traffic; lift moderately heavy items, up to fifty (50) pounds, such as office equipment and records.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL